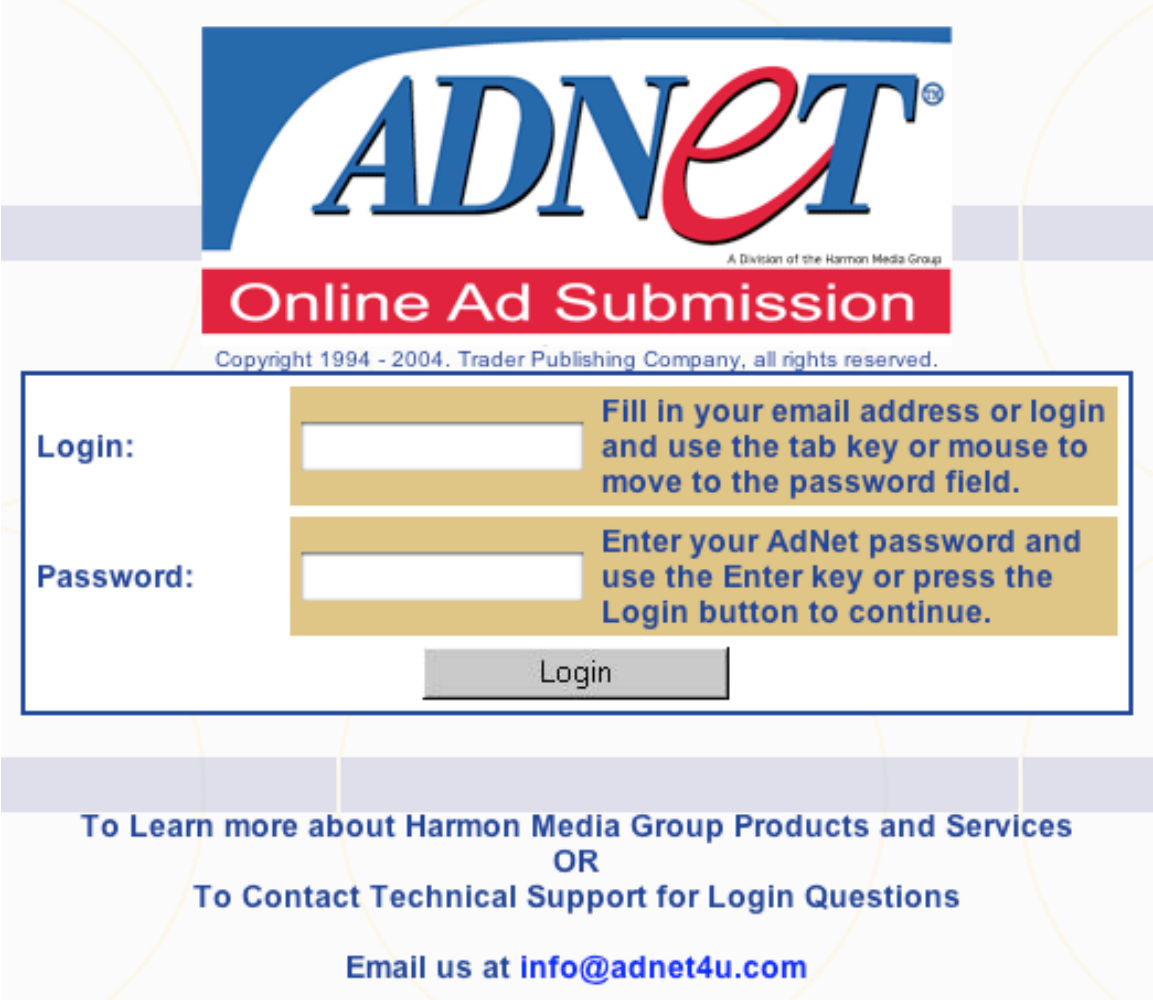
adnet.harmonhomes.com

User's Manual

How to get started

AdNet is a listing management system that allows you to build a database of your listings and then choose those you want to advertise in a publication. To enter listings, you have to be sure the listings agent(s) is entered. If you are an agent, you only have to enter your owning listings. If you are an office administrator, enter your agents as Users. Only enter in an agent once. Then enter your listings. You are then ready to schedule your listings for advertising.


ADNET
A Division of the Harmon Media Group
Online Ad Submission
Copyright 1994 - 2004. Trader Publishing Company, all rights reserved.
Login:
Fill in your email address or login and use the tab key or mouse to move to the password field.
Password:
Enter your AdNet password and use the Enter key or press the Login button to continue.
Login
To Learn more about Harmon Media Group Products and Services
OR
To Contact Technical Support for Login Questions
Email us at info@adnet4u.com

Finding AdNet on the Web

Open your browser. Enter the address below into the address bar and press ENTER and you will see the AdNet Login screen. *Remember: There is NO www before the web address.

http://adnet.harmonhomes.com

Logging in to AdNet

In the first box, enter your login: usually firstname.lastname or (in some cases) your email address.

Enter your password in the second box. When you log on for the first time, your password is the same as your login.
Press the ENTER button on your computer or click on LOGIN.

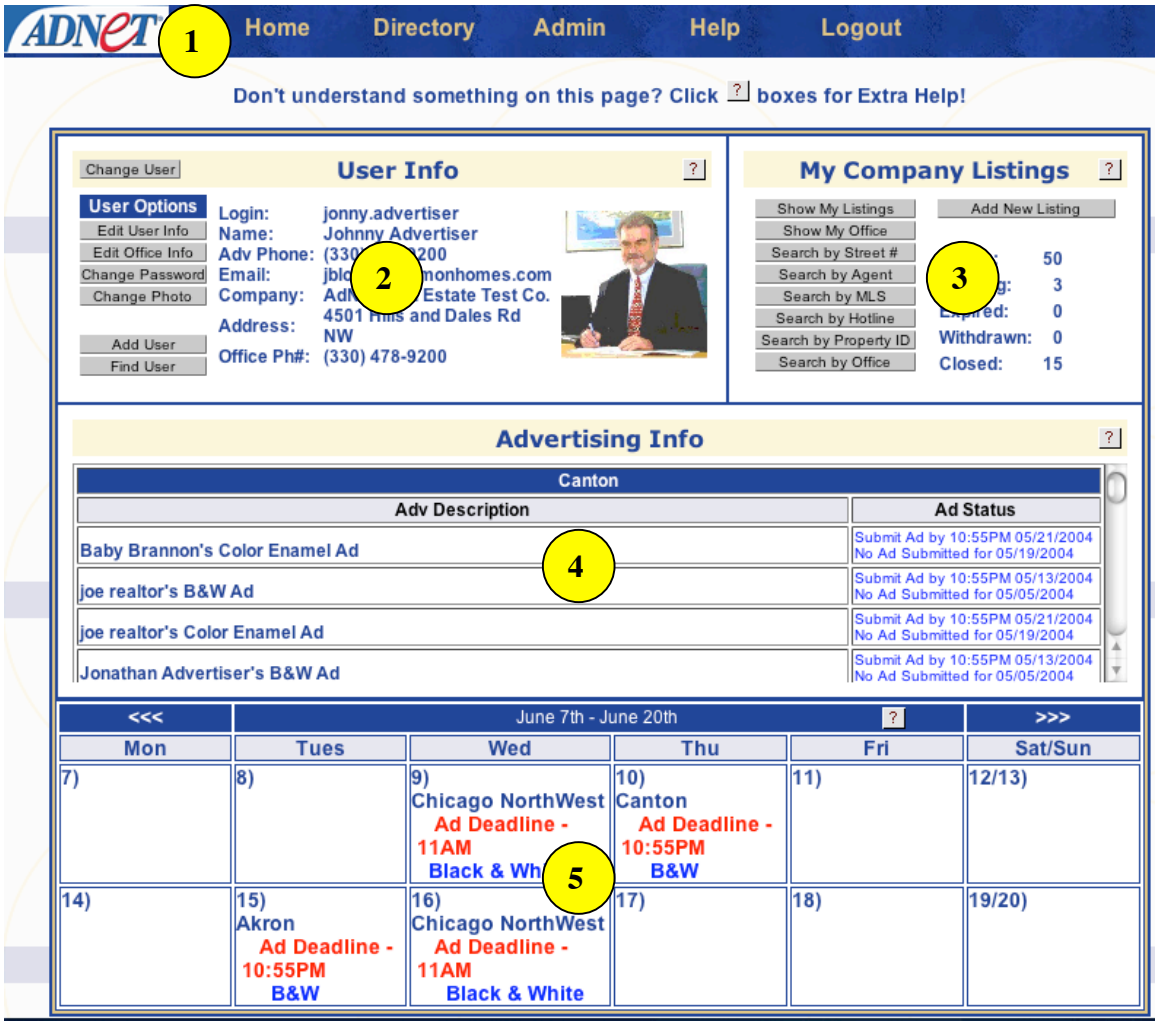
The Login and Password must be entered in lower case letters. Once you change your password, if you use any capital letter in the new password, you must be sure to use them each time you enter your password or it will not work.

Once you logged into AdNet the User's own page will display with three sections and a calendar shown below.

New User Interface Guide

This guide will help you understand the layout and new features of the new user interface. If you want to refer to this guide you can find it in the HELP section.

? Look for these buttons for detailed information on each section.



Section I. User Information Section: This section you can review your user information and make any corrections to your advertised name and phone number. The buttons below will help you make changes to your user information.

Edit User Info: If you need to update your user information, click this button, make the proper changes and click SAVE.

Change Password: Changing your password regularly ensures that you are the only one allowed to go in and make changes to your ad.

Change Password
Login ID:
jonny.advertiser
Change
Password:
Cancel
Verify Password:
Message:
Intructions
To change a password, type in the desired new password into the entry box marked 'Password'. Then, retype the password into the box marked 'Verify Password'. This is to make sure you typed the new password in correctly. After doing that, click the 'Change' button.

Change Photo: If you get a new photo and want to replace it with your current one, click this button to upload the new photo.

User Photo
Johnny Advertiser
Choose File
no file selected
Delete Photo
Upload Photo
Instructions:
To add/change the User Photo, choose Browse to find your image or enter the image location and name in the field provided. Then choose Upload.
NOTE: The photo should be as close to a 4:3 aspect ratio as possible.

*****The Change User, Add User and Find User button will only display you are the Office ADMs or Advertising Managers.**

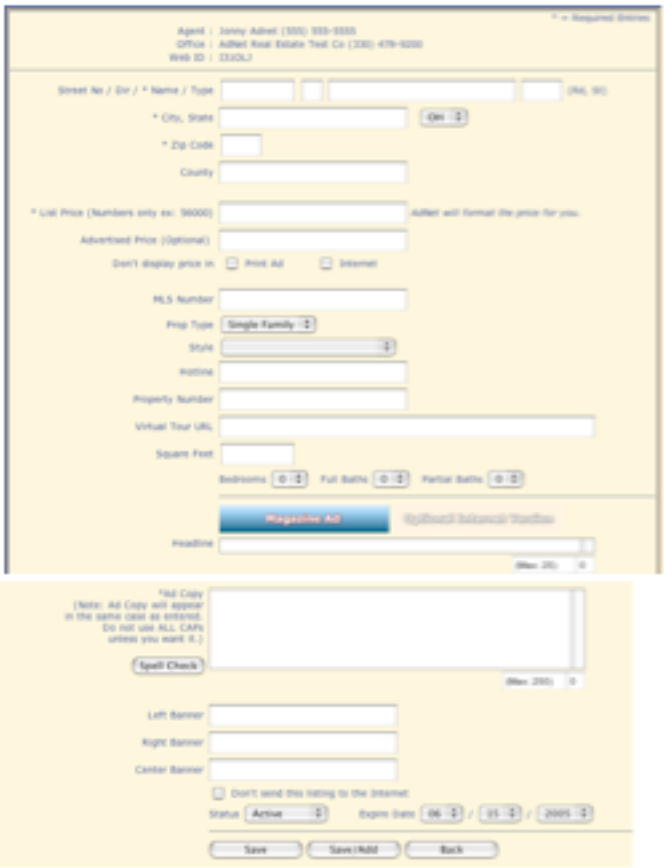
To ADD a user, click on the ADD USER button. Enter the requested information. The first three fields are required: First Name and Last Name should be type; e.g. Mary and Smith
Advertised Name should be entered as it would normally be typed, and should be the name as it will appears under each listing.
The phone caption refers to the Adverted Phone below, and described the Advertised Phone if desired. Examples of Phone Caption are “Cell” or “Home”.
The Advertised Phone is the number that will appear below each listing and should be entered in no punctuation. E.g. 2125551234
Extension refers to the office phone number that has already been entered into AdNet by number available to print in his/her ads, enter the extension here. Do not use ext. or X-just the number.

The remaining fields are optional and should be filled in if they are to be printed in the ad.
When all the desired information is entered, click SAVE. (The SAVE/ADD button is designed to ease entry of multiple users at once. It will save the current entry and open a new user data entry form.
To FIND a user, click on the FIND USER button. Enter in the first letters of the last name of the user for whom you are searching and click SEARCH. A table will open showing all users whose last name begins with the letters you entered. Click on the desired user's name.

Section II. Company Listings Section: This section is where you add listings, update listings and delete them when you no longer want to advertise them.
In this section, you can also do a quick search for your listings. On the left column, there are several different options to choose to search for your listings.
If you prefer to have all the search choices, click the MY COMPANY LISTINGS title from the top of this section box.

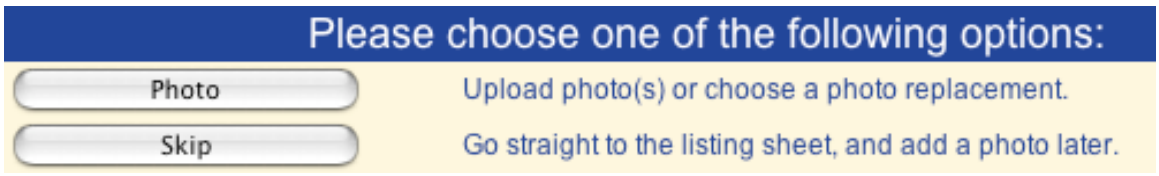
Adding New Listing

To add a new listing, click on the ADD LISTING button. The next screen will ask you to either type in the agent's last name and click search OR below will display a list of agents for your office. Choose the desired agent by clicking on the underlined name.
A listing form screen will show where you fill in text boxes. An Asterisk (*) next to a field on the listing form means that field is required.



At the bottom of the listing form, there are text boxes in which you choose banners for the listing. There are three BANNERS available. If you enter information in Banner1, it will be placed across the top left corner of the photo in a publication. Information from Banner 2 will be placed across the top right corner of the photo. Banner 3 will be placed across the top of the photo. If you wish to use a banner, but want to specify a different placement, enter the information you want in one of the banner fields and remember when you are selecting your listings for advertising to tell us where you want the banner to be placed.

When you have entered all the fields, click the SAVE button at the bottom of your screen. You will be taken to the Photo Upload option, which allows you to pick whether you want to upload a photograph, a Harmon photo replacement or skip and go directly to the Listing Sheet. (the SAVE/ADD button allows you to immediately enter another listing for the same agent)


Please choose one of the following options:
Photo
Upload photo(s) or choose a photo replacement.
Skip
Go straight to the listing sheet, and add a photo later.

Click PHOTO button to upload photo or choose a photo replacement. The next screen will display how to add/change listing photo. Click on BROWSE button to search files for the correct photo or enter the location of the photo in the address box. Then click on UPLOAD.

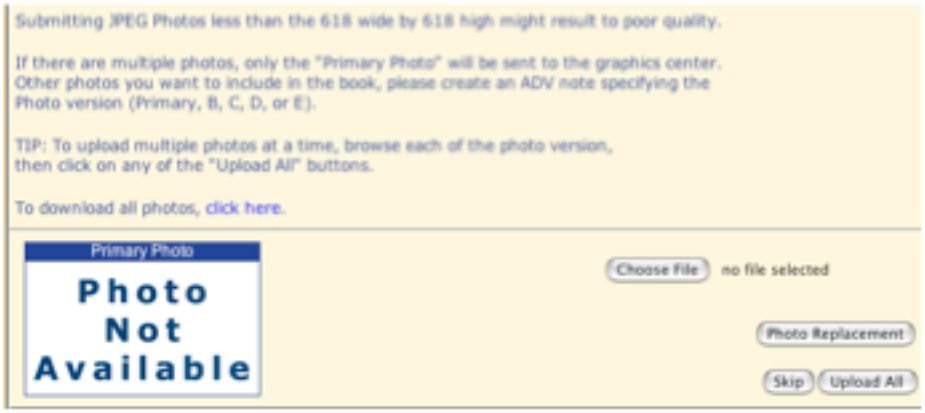
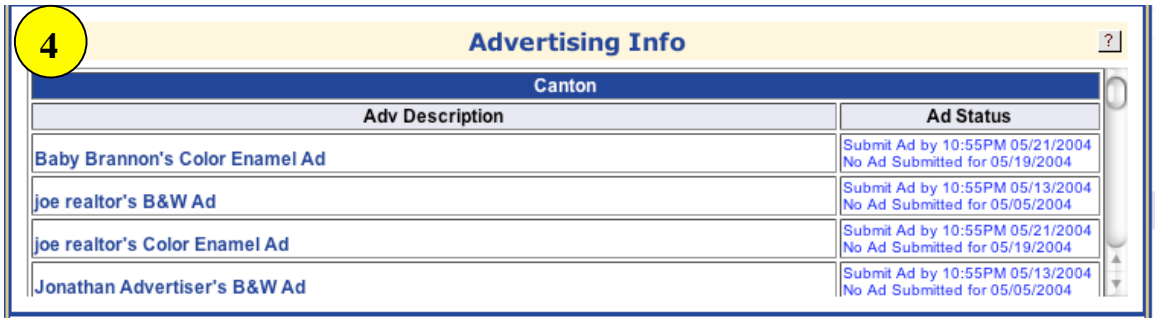

Submitting JPEG Photos less than the 618 wide by 618 high might result to poor quality.
If there are multiple photos, only the "Primary Photo" will be sent to the graphics center.
Other photos you want to include in the book, please create an ADV note specifying the
Photo version (Primary, B, C, D, or E).
TIP: To upload multiple photos at a time, browse each of the photo version,
then click on any of the "Upload All" buttons.
To download all photos, click here.
Primary Photo
Photo Not Available
Choose File
no file selected
Photo Replacement
Skip
Upload All

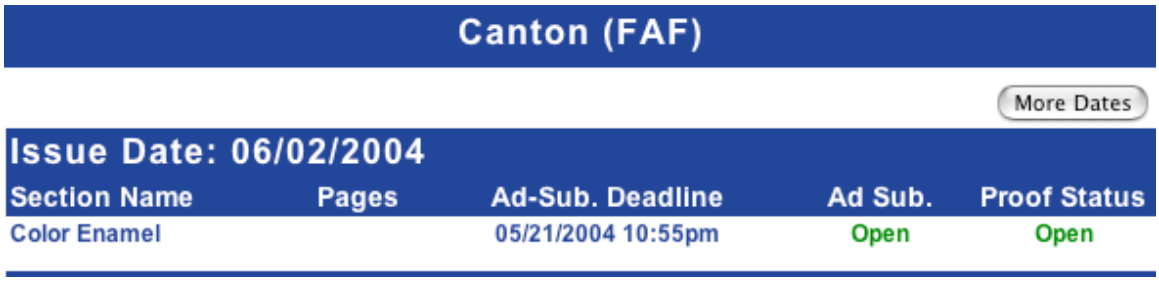
Photo Replacements: If you do not have a photo for the listing and want to use one of the standard replacements, click on Photo Replacement. Choose the photo replacement you want by clicking on it.

Section III. Advertising Section: To begin selecting your listings for advertising, click on the ADVERTISING title OR the text to the left of the title that says (AdMgr). Clicking on either of them will take you to the Book List page.
In this window you can view all the ADVs that you are advertising in. To the right there is a column labeled AD STATUS. This column will tell you what steps each of these ADVs are at for a few of the most recent issues. Clicking on one of these steps will take you directly to your Advertisement for that issue. Listed below are the steps:

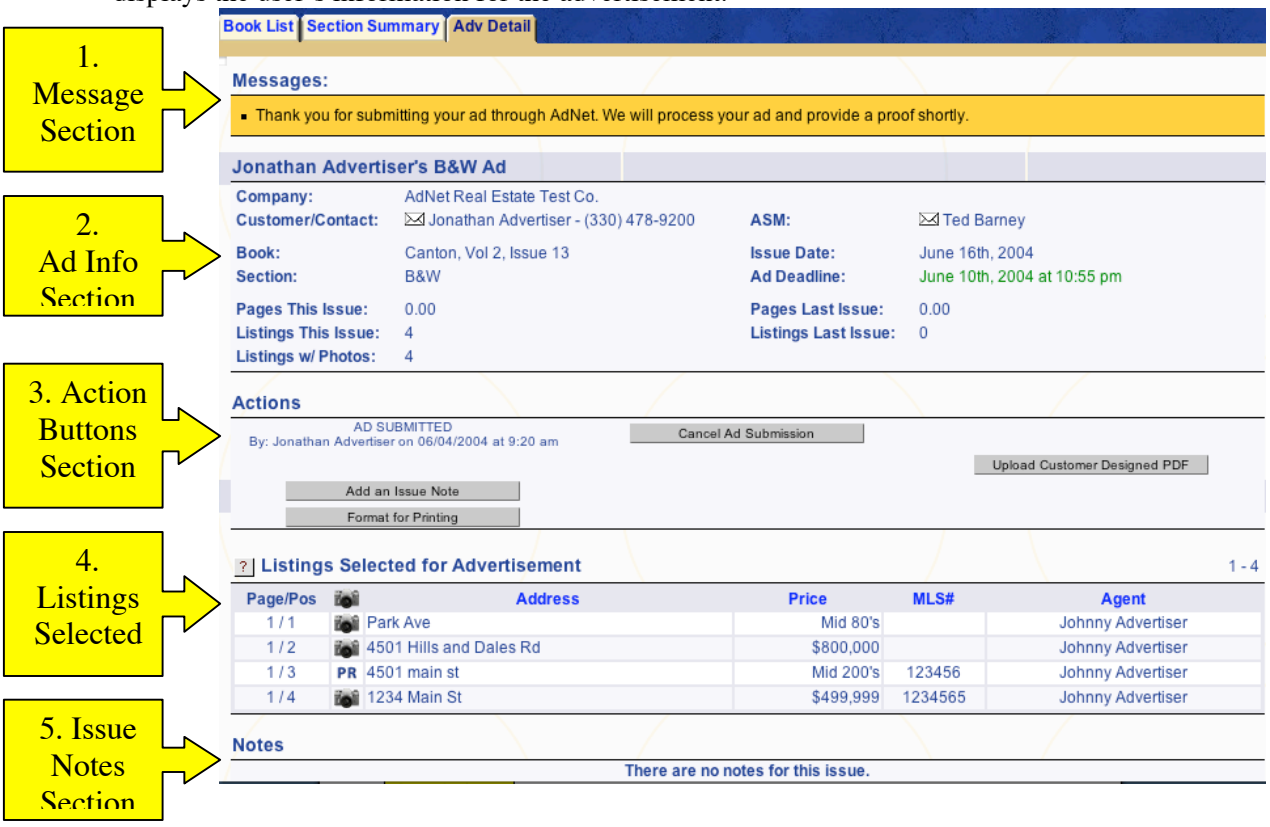
Submit Ad: This means that you still have time before the Ad Submission Deadline to schedule the listings that you want to be advertised.
In Production: This means that the Ad Submission Deadline has passed and the Graphic Centers are working on generating the proofs.
Approve Proof: This means that your Proof has been posted and ready for review.
Proof History: This means that the Ad is done and you can see the listings that were selected and the proof that was posted.
No Ad Submitted: This means the Graphic Center did not post a Proof for this issue.



The book list screen displays the section of the book that you advertise in. Click on the section name. Choose the correct advertisement to submit listings to. Then enter the amount of pages to be advertised and click SAVE.



The next screen is your ADV Detail where you will select from you inventory. The top box displays the user's information for the advertisement.


1. Message Section
2. Ad Info Section
3. Action Buttons Section
4. Listings Selected
5. Issue Notes Section
Book List
Section Summary
Adv Detail
Messages:
Thank you for submitting your ad through AdNet. We will process your ad and provide a proof shortly.
Jonathan Advertiser's B&W Ad
Company: AdNet Real Estate Test Co.
Customer/Contact: Jonathan Advertiser - (330) 478-9200
ASM: Ted Barney
Book: Canton, Vol 2, Issue 13
Section: B&W
Issue Date: June 16th, 2004
Ad Deadline: June 10th, 2004 at 10:55 pm
Pages This Issue: 0.00
Listings This Issue: 4
Listings w/ Photos: 4
Pages Last Issue: 0.00
Listings Last Issue: 0
Actions
AD SUBMITTED
By: Jonathan Advertiser on 06/04/2004 at 9:20 am
Cancel Ad Submission
Upload Customer Designed PDF
Add an Issue Note
Format for Printing
Listings Selected for Advertisement
1 - 4
Page/Pos
Address
Price
MLS#
Agent
1 / 1 Park Ave Mid 80's Johnny Advertiser
1 / 2 4501 Hills and Dales Rd $800,000 Johnny Advertiser
1 / 3 PR 4501 main st Mid 200's 123456 Johnny Advertiser
1 / 4 1234 Main St $499,999 1234565 Johnny Advertiser
Notes
There are no notes for this issue.

1. Messages Section: The message section at the top of the page will display any "Actions" you have made to your ad. (E.g.: submitting ad, canceling ad submission, uploading a PDF)

Note: If the following message appears in the Message Section, "Notice: Primary contact does not have a valid e-mail entry! You will not be notified of proof availability". You will need to go into your contact information and edit to add your email address.

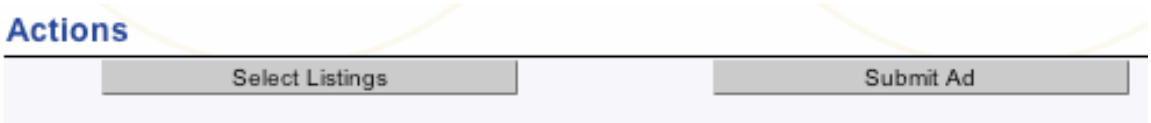
2. AD Information Section: **The ADV Information Section displays the advertisements information**.

3. "ACTIONS" Section: The Action Section displays anything task related to the ADV. Listed below are all buttons that you will be able to choose from.

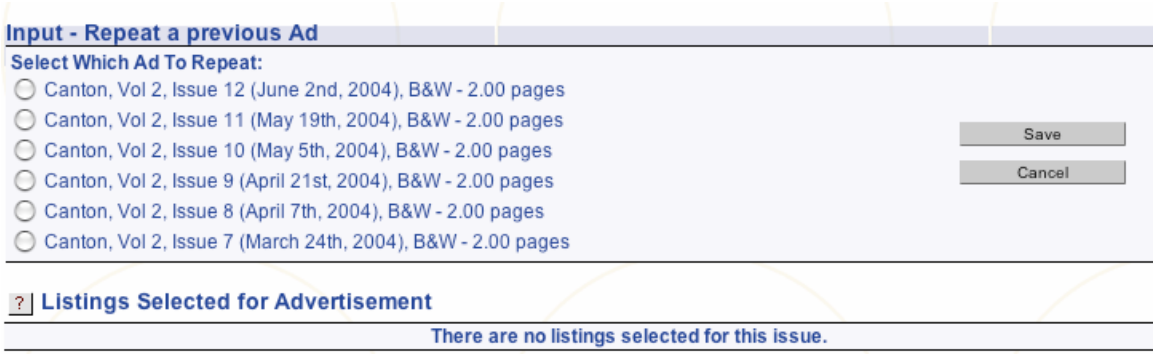
Select Listings Button: When you click on the SELECT LISTINGS button, it will take you to the inventory page where you choose page and position for your listings and click SAVE.

ADV Detail
Inventory
Weichert Motts B&W Ad
Book: Canton, Vol 2, Issue 13
Section: B&W
Issue Date: June 16th, 2004
Ad Deadline: June 10th, 2004 at 10:55 pm
Pages This Issue: 0.00
Listings This Issue: 0
Pages Last Issue: 2.00
Listings Last Issue: 24
Limit: Limit listings to:
Select Listings to Advertise
Select ALL
SAVE
1 - 97
Next 6
Add Page Pos Type Address Price MLS# Agent Banner
SF 186 Cheyenne Trail $315,000 1300542 Ava Clark
SF 27 Navajo Trail $164,900 1292665 Ava Clark
SF 5 Niagara Tr. $129,900 1282007 Ava Clark
SF 37 Apache Trail $229,900 1275282 Ava Clark
SF 190 Oneida Trail $144,900 1270058 Ava Clark
SF Vacant lots $13,900 0000000 A Clark/R Clark
SF 313 Federal $79,000 1284119 John Doscher L: NEW LISTING

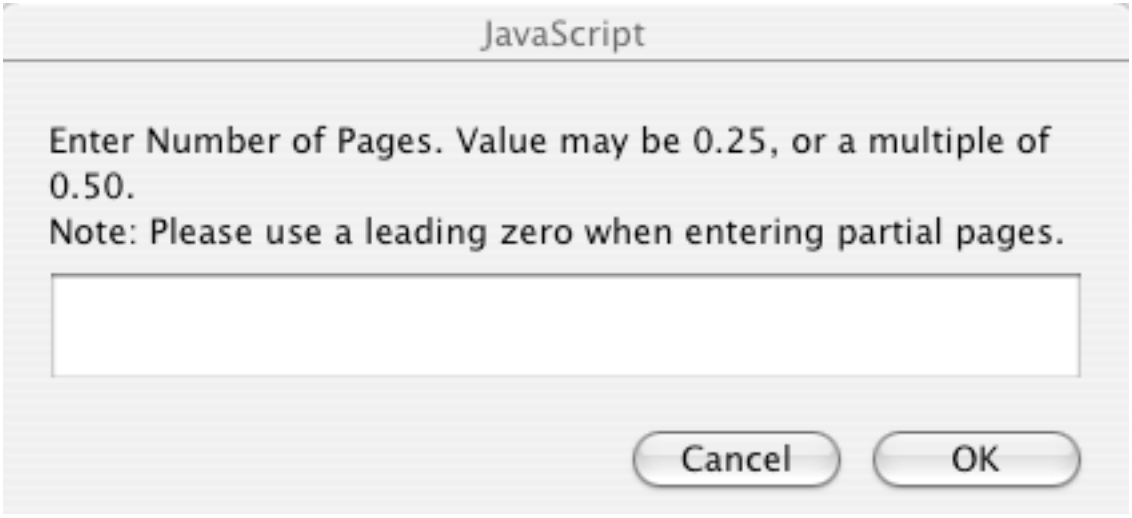
After selecting listings and returning to the ADV Detail Page, a Submit Ad Button will appear beside the Select Listings Button. Click on the Submit Ad Button when ready to be sent to production.



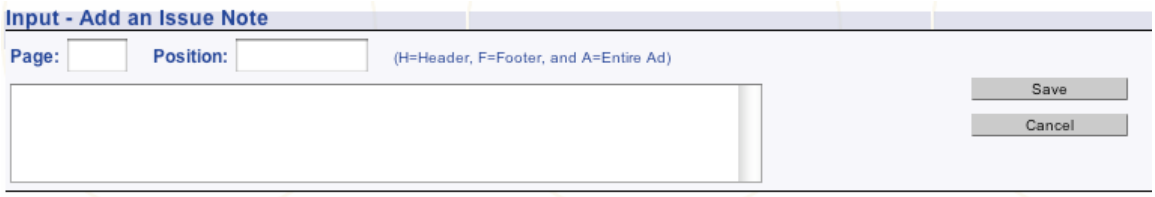
Repeat Ad Button: If you decide to repeat your Ad, click on the REPEAT A PREVIOUS AD button. The previous issues will display below on the ADV Detail page. Choose the issue and click SAVE.


Input - Repeat a previous Ad
Select Which Ad To Repeat:
Canton, Vol 2, Issue 12 (June 2nd, 2004), B&W - 2.00 pages
Canton, Vol 2, Issue 11 (May 19th, 2004), B&W - 2.00 pages
Canton, Vol 2, Issue 10 (May 5th, 2004), B&W - 2.00 pages
Canton, Vol 2, Issue 9 (April 21st, 2004), B&W - 2.00 pages
Canton, Vol 2, Issue 8 (April 7th, 2004), B&W - 2.00 pages
Canton, Vol 2, Issue 7 (March 24th, 2004), B&W - 2.00 pages
Save
Cancel
Listings Selected for Advertisement
There are no listings selected for this issue.

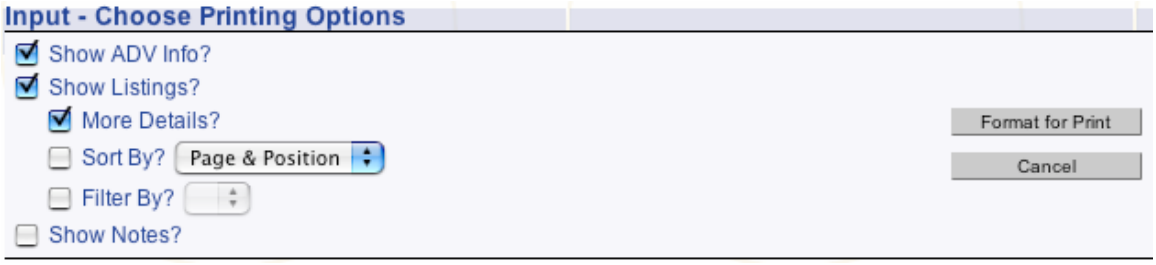
Change Number of Pages Button: When you click on the CHANGE NUMBER OF PAGES button, a pop up will appear asking to enter the number of pages for this ADV for this issue.


JavaScript
Enter Number of Pages. Value may be 0.25, or a multiple of 0.50.
Note: Please use a leading zero when entering partial pages.
Cancel
OK

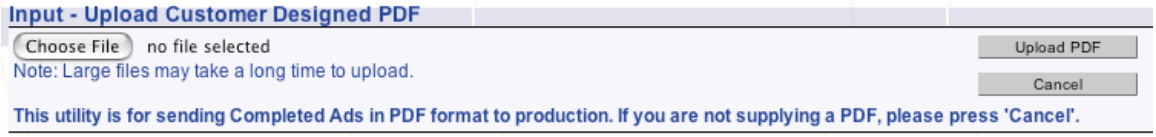
Add An Issue Notes: When you click on the ADD AN ISSUE NOTE button, a section displays below where you create a new note or special instructions for the production staff. **This note will be for this issue only!



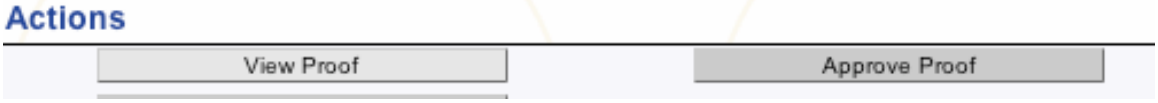
Format For Printing: When you click the FORMAT FOR PRINTING button, a section displays below where you choose the style of printing you prefer and click on the Format to Print button.



Upload Customer Designed PDF: When you click on the UPLOAD CUSTOMER DESIGNED PDF button, a section displays below where you choose the file and upload the PDF. The ad that you supply is exactly what will run in the upcoming issue.

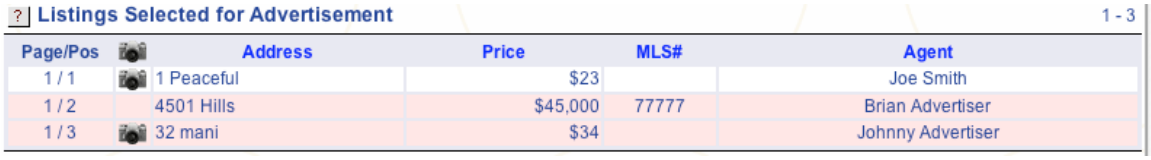

Input - Upload Customer Designed PDF
Choose File
no file selected
Note: Large files may take a long time to upload.
Upload PDF
Cancel
This utility is for sending Completed Ads in PDF format to production. If you are not supplying a PDF, please press 'Cancel'.

View and Approve Proof: Once you have submitted your ad and received a notification email stating that your proof is ready for review, there is a VIEW PROOF button under the "Actions" section on the ADV Detail.



Once you have made corrections to your proof, click on the APPROVE PROOF button and it will be sent to production.

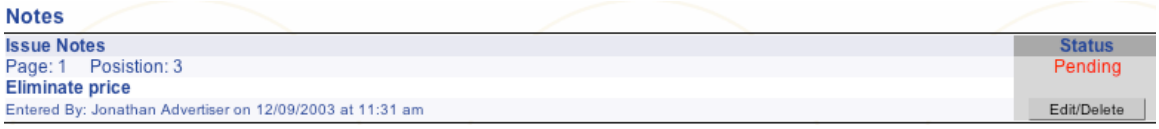
4. Listings Selected Section: This section displays the current listings selected to be included in this ad for this issue only. You can click each of the column headers to sort by that column. If you click an individual listing, you will go to the listing sheet for that listing.



Listings Selected for Advertisement 1 - 3

Page/Pos	Address	Price	MLS#	Agent
1 / 1	1 Peaceful	$23		Joe Smith
1 / 2	4501 Hills	$45,000	77777	Brian Advertiser
1 / 3	32 mani	$34		Johnny Advertiser

5. Issue Notes Section: This section displays issue notes for this issue only. On the far right of the section there is an EDIT/DELETE notes button. Click on this button to make any changes to your notes.



Notes

Issue Notes	Status
Page: 1 Posistion: 3	Pending
Eliminate price	
Entered By: Jonathan Advertiser on 12/09/2003 at 11:31 am	Edit/Delete

Section IIII. Calendar: This is the two-week production calendar that displays when your Ad Submission deadlines are for advertising. You can click on the section(indicated in blue) and it will take you to your listing of advertisement.

<<< June 7th - June 20th >>>

Mon	Tues	Wed	Thu	Fri	Sat/Sun
7)	8)	9) Chicago NorthWest Ad Deadline - 11AM Black & White	10) Canton Ad Deadline - 10:55PM B&W	11)	12/13)
14)	15) Akron Ad Deadline - 10:55PM B&W	16) Chicago NorthWest Ad Deadline - 11AM Black & White	17)	18)	19/20)